



# Parks, Recreation and Marine Recreation Leader Specialist X Part-Time Employment Opportunity

Apply by  
April 8, 2016

The Department of Parks, Recreation and Marine is a nationally recognized and award-winning organization with 1,100 full-time/part-time staff and a budget of \$55 million. The Department oversees facilities and programs that reflect the needs and interests of a culturally diverse community, including: 161 parks with 3,200 acres devoted to open space and recreation, 27 community centers, 3 public pools, 6 miles of beaches, and 3 marinas.

The Department provides free and fee-based recreational programs and leisure opportunities, both self-directed and organized, for people of all ages and cultures. Youth programs include free youth sports for ages 5 to 14 serving nearly 10,000 participants annually, summer and vacation day camps, 2,100 recreational and educational classes, sailing and aquatics instruction, teen center activities, skateboarding opportunities, and supervised afterschool and weekend activities at parks and schools. In addition, approximately 12,000 youth participate in non-Department sports leagues that utilize park facilities.

The Department of Parks, Recreation and Marine is seeking qualified candidates interested in applying for two **Adult Sports Coordinator** positions. The Adult Sports Coordinator oversees various leagues. The duties and responsibilities for these positions include:

- Coordinate the scheduling of approximately 550-600 teams annually, utilizing our teamschedule.com/longbeach program;
- Assist with the marketing of our adult leagues through various options;
- Communicate and interact with our customers, the public, school district personnel, and interdepartmental staff;
- Schedule scorekeepers and staff for various game days/evenings;
- Maintain accurate records and documents;
- Oversee vendor contracts;
- Process Adult Sports league fees and handle cash payments through the ActiveNet system;
- Order sports equipment and awards;
- Perform other related duties as assigned.



**Qualifications** These positions are open to all candidates meeting the following minimum qualifications:

- Three years of experience working in recreation or a related field, with two additional years of experience acting as lead staff;
- Must be at least 18 years of age and possess a valid California Driver's License;
- Excellent customer service skills;
- Excellent written and oral communication skills;
- Experience with computer programs, i.e., Microsoft Word and Excel;
- Must be able to work weekends and evenings;
- Ability to work independently and exercise good judgment.

**Hourly Rate** These non-career positions are offered at the Recreation Leader Specialist X level at an hourly rate of \$20.271. The position is temporary and scheduled hours may vary by week on an as-needed basis. Non-career employees are not typically eligible for health/dental/vision benefits; however, they may be eligible for sick leave benefits.

**How to Apply** All candidates should submit a letter of interest and resume. Candidates not currently working for the City must also complete and submit an application, which can be obtained from the address below. All documentation must be submitted **no later than 5:00 p.m., Friday, April 8, 2016, to:**

Rene Junie Salcido  
Community Services Supervisor  
Adult/Youth Sports Office  
5001 E. Deukmejian Drive  
Long Beach, CA 90804

## EQUAL OPPORTUNITY EMPLOYER

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990.

If a special accommodation is desired or if you would like to request this information in an alternative format, please call (562) 570-3187.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.

**"We create community and enhance the quality of life through people, places, programs and partnerships"**